

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 323-0277



October 3, 1983

ALL-COUNTY LETTER NO. 83-104

TO: All County Welfare Directors  
 All County Fiscal Officers  
 All County Administrative Services Officers  
 All County Auditors  
 All County Staff Development Officers

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide claiming instructions for the July-September 1983 quarter. Included are instructions related to:

Emergency Assistance - Abused, Neglected, and Exploited Children (EA-ANEC); Refugee Resettlement Program-Non-Other County Social Services (RRP-Non-OCSS) Program; In-Home Supportive Services (IHSS) Program; Identification of Social Services Direct Costs; Non-Assistance Food Stamps Program; AB 1733 Contracts; and various claim format and footnote corrections.

The following forms are to be used for the July-September 1983 quarter claim. Forms denoted as revisions will be forwarded to the counties separately.

<u>FORM</u>	<u>REVISION DATE</u>	<u>FORM</u>	<u>REVISION DATE</u>
DFA 325.1	7/82		
DFA 325.1A	7/81	DFA 327.7	7/83*
DFA 325.2	7/83*	DFA 327.8	7/83*
DFA 325.3	7/83*	DFA 327.8A	7/83*
DFA 325.4	7/83*	DFA 327.8B	7/83*
DFA 325.4A	7/83*	DFA 327.8C	7/83*
DFA 325.4B	7/83*	DFA 327.8D	7/83*
DFA 327.1	7/83*	DFA 403	7/82
DFA 327.2	7/83*	DFA 50	11/82
DFA 327.3	1/83	DFA 419	1/83
DFA 327.4	7/83*	DFA 43	1/83
DFA 327.5	7/83*	DFA 46	1/83
DFA 327.6	7/83*	DFA 47	7/83*
DFA 327.6A	7/83*	DFA 323	7/83*
		DFA 856	4/82

\*Indicates revisions this quarter.

EMERGENCY ASSISTANCE-ABUSED, NEGLECTED, OR EXPLOITED CHILDREN (EA-ANEC)

In order to avoid future deferrals for EA-ANEC, counties are reminded that the procedures stated in ACL 83-31, dated March 30, 1983 and reporting instructions contained in ACIN I-77-83, dated July 1, 1983, should be in place to insure an accurate and accessible audit for the program.

REFUGEE RESETTLEMENT PROGRAM-NON-OCSS (RRP-NON-OCSS)

Effective with the July-September 1983 quarter, the RRP-Non-OCSS program line has been deleted from the quarterly administrative expense claim.

For those counties who have provided Non-OCSS services to refugees, the time shown on the DFA 46 is to be incorporated into Other County Only Program (OCOP) on the DFA 47. For those counties who have fully executed refugee supportive services contracts, individual claiming instructions will be issued.

NOTE: The DFA 46, Social Services Workers Time Study will be corrected for the November time study month to accommodate this change.

IN-HOME SUPPORTIVE SERVICES (IHSS) MAXIMUM MONTHLY PAYMENTS

1. Effective July 1, 1983, the maximum payments allowable per case are \$872 for severely impaired and \$604 for nonseverely impaired individuals per month.
2. Effective July 1, 1983, the restaurant meal allowance is increased to \$49 per month for an individual and \$98 per month for a couple.

DFA 325.3 - IDENTIFICATION OF SOCIAL SERVICES DIRECT COSTS

Effective with the July-September 1983 quarter, program identification for social services direct costs is to be shown on the DFA 325.3 as follows:

- IHSS is to be identified in the "Program" column.
- EA-ANEC is to be identified in the "Program" column.
- OCSS is to be identified by use of the codes below:

- C1 Emergency Response
- C2 Protective Services for Children
- C3 Information and Referral
- C4 Out-of-Home Care and Protective Services for Adults
- C5 IHSS Staff Activities/Service Arrangement
- C6 Optional Services
- C7 Family Reunification and Permanent Placement (This information was omitted on the DFA 325.3)

NOTE: All items coded "C" are to be combined and carried forward to the Other County Social Services Program line on the DFA 327.1.

- All other Social Services programs are to be identified in the "Program" column.

#### NONASSISTANCE FOOD STAMPS

Effective with the July-September 1983 quarter Modification B has been added to the DFA 327.5 on the administrative expense claim. The purpose of this modification is to highlight those food stamp program activities eligible to receive 75 percent enhanced federal funding.

#### AB 1733 CONTRACTS

County Welfare Departments involved in the administration and/or actual provision of AB 1733 services for child abuse, prevention and intervention under a contractual agreement will be notified with specific claiming instructions.

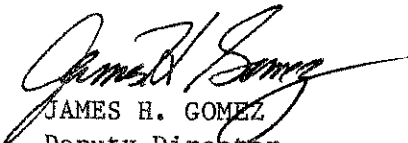
#### CLAIMING FORM CHANGES

The changes are detailed below.

1. DFA 325.2 - Staff Development Section - Deletes a line that had erroneously been entered.
2. DFA 325.3 - Identification of Direct Costs - Social Services - The notation has been changed to reflect only OCOP codes.
3. DFA 325.4 - Staff Development Distribution, Part I - Reflects a rearrangement of AFDC Foster Care and Nonassistance Food Stamps. The changes were made to align the programs with the time studies.
4. DFA 325.4A - Staff Development Eligibility and Nonservices Program Distribution, Part 2 - All programs have been realigned to agree with the DFA 323.
5. DFA 325.4B - Staff Development Social Services Program Distribution, Part 3 - All programs have been realigned to agree with the DFA 47.
6. DFA 327.1 - Social Services Program Distribution - Realigns programs to agree with the DFA 47. Reflects footnote corrections as a result of the changes. Deletes RRP-Non-OCSS line.
7. DFA 327.2 - Eligibility and Nonservices Program Distribution - Realigns all programs to agree with the DFA 323. Reflects footnote changes.
8. DFA 327.4 - Services Modification Worksheet - Reflects footnote changes to agree with previous social services pages.

9. DFA 327.5 - Eligibility and Nonservice - Modification Worksheet - Adds Modification B to denote those Food Stamp Program activities eligible to receive enhanced federal financial participation. Also reflects various line identification corrections for Modification A.
10. DFA 327.6 - Social Services Fund Distribution Report - All programs have been aligned to agree with the DFA 47. Includes footnote corrections for each line item. Deletes RRP-Non-OCSS line.
11. DFA 327.6A - Family Protection Act (AB 35) Summary - Restructures page to agree with current claim format and programs.
12. DFA 327.7 - Eligibility and Nonservices, Nonfederal Fund Distribution Report - All programs have been aligned to agree with the DFA 323. Includes footnote corrections for each line.
13. DFA 327.8 - Total Expenditures Fund Distribution Report - Includes footnote and funding source corrections.
14. DFA 327.8A, DFA 327.8B, DFA 327.8C, and DFA 327.8D - footnote changes.
15. DFA 47 - Social Services Time Study Summary and Program Allocation Ratios - Realigns programs to agree with the DFA 46. Includes new instructions for consolidating OCSS hours and development of related ratios. Deletes RRP-Non-OCSS line.
16. Eligibility Time Study Summary and Program Allocation Ratios - Corrects total allocable hours instructions in footnote 6 for NAFS and AFDC-FC. Redirects the reporting of nonallocable hours to a separate area.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at 916/445-7046 or ATSS 8/485-7046.

  
JAMES H. GOMEZ  
Deputy Director  
Administration

cc: CWDA